

How to Read BD Purchase Order (PO)?

BD PO issued from Greater Asia Region has 10 digits and begins with one of the following prefixes:

- (i) <u>65xxxxxxxx</u>
- (ii) 69xxxxxxxx

Generally, BD PO contains the following information:

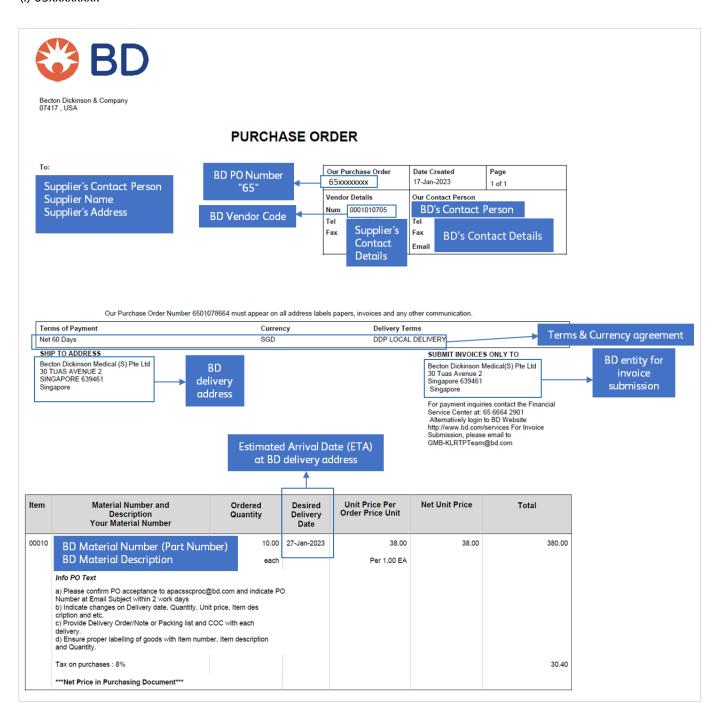
- PO number
- PO creation date
- BD contact person details
- BD vendor code (where applicable)
- Delivery address
- BD entity for invoice submission (the billing address)
- Payment terms
- Currency
- Delivery terms / Incoterms
- BD material number / part number (For PO 65xxxxxxxx only)
- Description of product(s) or service(s) being purchased
- Quantity purchased
- Price per unit
- Delivery date / Estimated Arrival date (ETA) at BD delivery address

Please refer to the below guidelines to learn how to read BD PO.

Note: Please refer to the PO Terms and Conditions upon the receipt of BD PO.



(i) 65xxxxxxxx





(ii) 69xxxxxxxx

